



## FIVE WINGS ARTS COUNCIL

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### McKnight Individual Artist Grant Programs Guidelines and Instructions

#### PROGRAM GUIDELINES

Thanks to the generosity of the McKnight Foundation, the Five Wings Arts Council supports the development of artists who live in Cass, Crow Wing, Morrison, Todd and Wadena counties by providing funding support for projects and professional development.

#### INDIVIDUAL ARTIST GRANT CATEGORIES

- **Professional Development Grants**
  - Grants up to \$1,500 are available to individual artists for the purpose of taking advantage of art learning opportunities. Examples include, but are not limited to expenses related to workshops, seminars, private instruction/mentoring, conferences, etc.
  - Grant application deadlines: ongoing Please note that grant applications must be received by the first Friday of the month, in order to be reviewed at that month's FWAC Board meeting, held the fourth Tuesday of each month (except for July and December, when the board doesn't meet.) Projects cannot begin before two weeks after the board review and decisions.
  
- **Individual Artist Project Support Grants**
  - Grants up to \$2,500 are available to artists to complete a project which will enhance their artistic careers. Creative time may be considered as a valid request in a Five Wings Arts Council grant application. For example artists may apply for funds to support purchase of supplies, equipment, consultant time, their own creative time.
  - Grant application deadlines: ongoing Please note that grant applications must be received by the first Friday of the month, in order to be reviewed at that month's FWAC Board meeting, held the fourth Tuesday of each month (except for July and December, when the board doesn't meet.) Projects cannot begin before two weeks after the board review and decisions.
  
- **Master Artist Fellowship Award** (nomination process)

The Five Wings Arts Council Master Artist Award is given biannually to recognize an individual Minnesota artist, living in Region Five, who has achieved creative excellence, a superior mastery and proficiency in their art form, has developed a reputable body of work, and is recognized to have made important contributions to the arts in Cass, Crow Wing, Morrison, Todd and /or Wadena counties of central

Minnesota. Nominations will be accepted for artists working in any artistic discipline, including but not limited to: visual arts (two and three dimensional), music, dance, writing, theater, film and media.

**Eligibility Requirements:**

- Must currently reside in Minnesota's Region Five, ie. Cass, Crow Wing, Morrison, Todd or Wadena, and have lived in at least one of more of those counties for at least five years.
- Must not be enrolled in any degree-seeking program at any educational level.
- Must be an artist who is currently producing work
- Must not be a previous Five Wings Arts Council Master Artist Award recipient
- Must not be a current staff or board member of the Five Wings Arts Council
- No posthumous awards will be made

**Selection Criteria:**

- Must have created an extensive independent body of artwork representing an investigation and maturation of their personal creativity.
- Must demonstrate a high aesthetic level of artistic ability, with a strong consistency of expression over the course of his/her career.
- Must have made a significant impact on the region, state or nation as demonstrated by respect of peers and community, contributions to excellence and public appreciation of the art form through teaching, preserving and/or advocacy.

**Award Benefits:**

- Cash award of \$10,000
- Bestowed with original custom-made award hand crafted by Region Five artist
- Public recognition at bi-annual Five Wings Celebration of the Arts dinner and awards ceremony
- Have the opportunity to share their knowledge and artwork on the Five Wings Arts Council website
- Participate in video interview, to be aired on Five Wings Arts Council website and possibly public television stations (unless previously featured).
- Receive recognition in regional newspapers, magazines.
- Assistance with the creation of a brochure to promote the artwork of the artist.

**Who can apply?**

**Applicant must be:**

- A U. S. citizen or have permanent resident alien status.
- A resident of Cass, Crow Wing, Morrison, Todd or Wadena County in central Minnesota (primary residence) for at least six months before submitting an application.
- At least eighteen years old on or before the application deadline.

Proof of Residency is required in questionable cases, and must be demonstrated by more than one of the following showing an eligible address:

- A valid Minnesota driver's license
- Certification of eligibility to vote
- Receipts for utilities and mortgage/rent

Artists may only receive one (1) FWAC individual artist grant in a two year period. All arts disciplines are eligible. Applicants do not need to be an arts professional to apply, and do not need to have art as their primary form of livelihood. For example, a teacher who plays a musical instrument in a local orchestra may apply to participate in a workshop related to the instrument she plays. A retiree who expresses through writing, may seek funds to hire an editor to prepare a book for publication. A painter or photographer may apply to funds to frame their work for exhibition.

### **What is eligible for funding?**

Funds may be used for a variety of activities designed to aid in public awareness of the artist's work or projects that will aid in the progression to, and/or exploration of a new level in the artist's artistic development and professional career. Projects may include but are not limited to:

- Purchase of supplies and materials necessary for the completion of a body of work scheduled for submission to publishers, performance or exhibition
- Rental of facilities for presentation of a new work, or other activities
- Costs involved in portfolio production
- Producing a demo tape for a composer/musician or a video for a choreographer
- Editorial assistance for a writer
- Purchase of specific equipment, which is vital to the artist's career development.
- Experimental work in a new medium
- Time to research, complete or present work.
- Daycare costs if needed to allow the artist to devote their time to their project
- Participation fees and travel costs to attend workshops or conferences for artistic development
- Studying one-on-one with a mentor of significant recognition
- Costs to audit a college art course (funds may not be used for degree related activities)
- Documentation of work to use as a tool to enhance an artist's career.
- Pursuit of projects that advance artistic development.
- Development of promotional brochure, and other marketing initiatives.

**What is Not Eligible for Funding:** The FWAC Individual Artist Project Grant Program will not fund:

- Applicants with past due FWAC final (or other) reports.
- Applications that do not have an art focus or will not directly related to the enhancement of an artist's career.
- Applications that support strictly commercial activities; projects intended for mass-market distribution or those that have profit as the primary motive.
- Work on scholarly manuscripts or standard journalism
- Costs associated with earning a degree (tuition, fees, materials, or programs). .
- Equipment requests not specifically tied to arts related needs.
- Continuation of past work is not eligible for a grant request. New dimensions and expressions of previous projects may be considered.
- Projects where funds are requested to account for deficits in projects or programs begun prior to the project earliest start date. In other words, payment of debts incurred before the grant activities begin or outside of the grant project scope of activity.
- Applications that are primarily educational projects within a school system.
- Applications where funds are to be used to match other FWAC grant applications.
- Primarily involves developing curriculum plans or teaching materials.
- Activities which are not open to the public. Projects must be inclusive and accessible in their process and/or final product, considering economic, geographic, and physical accessibility, as well as the cultural, racial, ethnic, age, and gender make-up of the community.
- Projects/activities that are essentially for the religious socialization of the participants or audience.
- Applications submitted for the purpose of regranting, lobbying or scholarships.
- Applicants that will not take responsibility for their publicity, media coverage, and public relations and that won't provide timely promotion of the project throughout the FWACregion through use of the proper funding credit line and logo.
- FWAC Board Members are not eligible to apply for this program during their tenure on the Board.
- Activities involving any organization that employs the applicant.

- Any costs incurred prior to the official start date of the grant period.
- Literary translation of another artist's work.
- Capital costs such as construction, property or rent.

## **INSTRUCTIONS FOR COMPLETING THE ONLINE GRANT APPLICATION**

If you do not have access to a computer, you are invited to make an appointment to use a computer at the Five Wings Arts Council office, where the Five Wings staff can assist you with your application. Please call 877-654-2166 or email [vicki.fwac@arvig.net](mailto:vicki.fwac@arvig.net) to make an appointment.

**BEFORE** filling out the application, it is advised to thoroughly read the Program Guidelines of the Five Wings Arts Council. Doing so will help you determine your eligibility, and understand any restrictions, compliance requirements, the Council's review criteria and other important information about the grants program.

The information requested in this form is needed for the Arts Council to adequately review your request for grant funds and to provide required information to our funders. You must answer, as completely, but succinctly, as possible. Please only address the information requested within the question. Do not expound further, since you will most likely be asked to provide further information about the proposal in other questions. The applicant is responsible for the quality and scope of responses.

Individual artist applications will be accepted on an ONGOING basis for both the Project Support and the Professional Development grant programs. Please note that grant applications must be received by the first Friday of the month, in order to be reviewed at that month's FWAC Board meeting, held the fourth Tuesday of each month (except for July and December, when the board doesn't meet.) Projects cannot begin before two weeks after the board review and decisions.

**To begin grant application process, go to the GRANTS page of the Five Wings Arts Council's website ([www.fwac.org](http://www.fwac.org)) click on APPLY HERE.**

Upon doing so you will come to a screen to log onto the Five Wings Arts Council Online Grant Process. First time users of the Five Wings Art Council Grant process will be asked to create a username (their email address) and password, and then complete the questions in the registration process. Be sure to keep a record of your Five Wings Grant Site username and password, as this will be needed for future log on to the site to work on applications and final reports, and for any other need to access your account.

*Tip: If others are to access the online account and the FWAC application, the log in information will have to be shared. Keep this in mind when creating the online account.*

To register for the first time, type your last name, first name where the name of the organization is called for and type "N/A" instead of providing an EIN (tax ID#) and ignore the error message that results. You will also need to click "yes" as the executive director of your "organization." We know it seems strange, but organizations also use this same system and we need to gather different information from them. These few simple "work---arounds" should get you to the grant application.

Once the registration process is completed and an account established, the application process can begin.

**Start by becoming familiar with the application and process.**

*Tip: Read or watch the tutorial for registration found on the Five Wings Arts Council's GRANT page at Grant Application Tutorial (Document) or [Grant Application Tutorial \(Video\)](#). Click here to watch the tutorial about [Applicant Workflow](#).*

**Create a folder on your computer for this application**, before you start answering questions to the application.

*Tip: Create an electronic folder in your computer for this grant application before you begin work on the*

**grant.** Go to your online grants page, Click on Apply, select the grant program for which you want to apply, Click on Question List. These are all the questions within the application. Save as FWAC Indi Artist Project Support (or Professional Development) Grant Application. Today's Date. Now you have access to all the questions you will be working on for the application.

If you have the capacity to do so, convert this PDF document into a Word document. If you don't have this capacity, contact FWAC staff and they will send you a Word copy of the application.

You can now use this Word document to start writing the answers to the application question. Once you are satisfied with your response to the question, copy and paste each response into the online form.

Also, use this folder to save other components of your grant application, such as your resume, resumes of mentors or other artists with whom you are working on the proposed project, budget, quotes for expenses related to your project etc.

**Save your work often.** Note that there is a SAVE DRAFT button at the bottom of the application, alongside the SUBMIT button. You can use this as frequently as needed. Always save before you exit the form!

**Tip:** While the application software automatically saves every 20 minutes, we encourage you to use it whenever you have added critical components to your application. In order to complete an upload for such support materials as the budget, work samples etc. you are required to use the save button to finalize the uploading of the document into the application.

**Consider the Character Count.** The amount of text you can supply in any given field is pre-set to accept only a certain number of characters without spaces.

**TIP: Think about character count roughly in terms of paragraphs and pages**

- 500 characters = 5-6 sentence paragraph
- 1000 characters = 2 paragraphs
- 3,500 characters = 1 ½ pages, single spaced

Be sure to answer each question that is marked as "Required," and any others that apply to your application.

#### **Uploading Documents as Required in the Application:**

You will be asked to upload support documents, such as your resume, at various points in the application.

- We recommend that once the document is prepared to your satisfaction, convert it to a PDF, then upload the PDF. By doing so you ensure that the formatting and font used in the original document will be seen as intended by the reviewer. If you have a hard copy, scan and save as a PDF, then upload. We do not recommend uploading Microsoft Word documents with special formatting.

#### **Providing Work Samples**

All applicants will need to provide quality, recent samples of their art. If you are applying for funding to work with a mentor, you will need to provide a link to your mentor's website so the review panel can view their work as well.

Sample size may be up to 3 MB each for .jpps or .pdfs. Visual artists may need to adjust the size of the samples. Reviewers will be viewing your samples on their home computers so 72 dpi (also known as "screen resolution") is sufficient. If your samples are larger, or you are a performing artist such as a

musician, dancer or actor, you will want to look into getting an account so you can share your files with a link. Here are some account providers for this purpose:

- [DropBox](#) – great for any format
- [YouTube](#) (*click the upload button*) – videos and sound Great if you already have a Google/gmail account
- [Vimeo](#) – videos
- [SoundCloud](#) –sound files

## GRANT APPLICATION REQUIREMENTS

### Artist Work Samples

Artist work samples are a required part of the application. Work samples are very important because they help the panel determine the artistic quality of your work. You are required to submit three to five work samples, with accompanying written description for each. You have up to 3MB for each sample. If your file is too large to upload, please contact Five Wings Arts Council to make special arrangements for submission. In addition, you may also list website or link to YouTube videos in the space provided. Please be aware that it is the applicant's responsibility to be sure that URL links work properly for the variety of computers and programs being used by the review board.

Artist work samples should...

- Show work made in the last four years.
- Illustrate a cohesive artistic and/or cultural vision.
- Support the stated intentions of the proposed project. It is not necessary to demonstrate the full range of an artist's abilities in the work samples.
- Promotional or marketing documentation is not appropriate as work samples. These documents often contain text overlay, narration, and quick edits which can make it difficult for review panelists to ascertain artistic quality of the work itself.

Please note the parameters of submission for each category of arts disciplines, as note below.

### Literary Samples:

Original Poetry, prose (fiction and creative non-fiction), playwriting and screenwriting.

Submit 3-5 literary samples. Total number of pages submitted, for all samples, should not exceed 10 pages. If the sample is part of a longer work, one of the pages may provide a BRIEF summary of context for the excerpt.

In the space provided to upload each work sample include a title, type (poem, novel excerpt, etc) with each sample.

1. All written materials must be submitted in electronic file (PDF, Doc, Txt) format on 8 1/2 X 11 document.
2. Leave at least 1/2" margins at top, bottom and sides of each page.
3. Use black, size 12 or larger font
4. Scholarly manuscripts, standard journalism, and translations will not be accepted

### Two dimensional and Three Dimensional Art:

Painting, drawing, photography, sculpture, ceramics, fiber arts, multi-media, and all fine crafts.

Submit three to 5 images of your artwork in this discipline.

Submissions should be approximately 480 X 640 px, no more than 1000 wide and JPG, PDF, or as a Powerpoint slide show with title, description and dimensions included with each sample.

In the space provided for each work sample upload, please provide:

1. the name of piece
2. the medium used to create it
3. the size of the artwork
4. year it was produced.

### **Performing Arts:**

Dance, choreography; Theater performers and designers, spoken word; Music: composers, musicians (vocalists and instrumentalists). While artists can perform the work of others, panel members will look for the applicant's unique interpretation of the work.

Submit three to 5 selections with a combined run time of no more than 7 minutes for all selections.

Options for format include:

1. Theatre/Dance: Submit samples in .WMV, .SWF, .MP4, or .MOV file format. In the space provided below for each Work Sample, please provide the following: Title of the piece, length of the piece with a description explaining how to identify you (i.e. "I am the actor in the yellow shirt.")
2. Music: Submit samples in .MP3, .WAV, WMA, AIF formats. Please provide the Title of the song, Type of Music, Length of Song, and in the space provided for each sample.

**Media Arts: Please contact the Five Wings Office for guidelines for Media Arts work samples.**

\* If a work sample is not available, contact the FWAC staff to discuss alternatives.

### **Artist resume**

An artist resume is also a required part of the application. At the appropriate question on the online application, please upload a current resume which outlines your training and experience in the arts, and any special achievements.

### **Budget**

A budget of proposed expenses is required for a complete application. Applicant's will find this form within the application. Please download, rename with your name, complete and then upload into the application.

Please carefully research the costs related to your proposal, and provide as detailed information as possible, either on the budget form itself, or in the Additional Budget information section. The applicant is expected to provide at least 25% of the total project cost in either cash or in-kind contribution to the completion of the project. Please feel free to contact FWAC staff if you have questions about completing the budget form.

### **Electronic Signature**

Minnesota law authorizes state government agencies to conduct transactions electronically. By providing your name to the application, you certify that all the information you have submitted is accurate, and that you meet all the eligibility and certification requirements.

## **GRANT APPLICATION ASSISTANCE**

Applicants are encouraged to contact the FWAC office early in the planning process so the staff can provide assistance and to ensure that the applicant and the project are eligible for funding in the respective grant category.

Applicants are invited to have the FWAC grants coordinator review their draft applications. Please contact Grants Coordinator at least ten working days before your desired submission date to have the draft application reviewed.

In addition, grant application tips sheets are available online at the FWAC website, [www.fwac.org](http://www.fwac.org) under the **Grants** heading, Tip Sheets.

LRAC Board members may also provide advice and assistance to applicants during the grant preparation period, but would then not be able to review the application. After applications are formally submitted, LRAC Board members are prohibited from discussing them with grant applicants.

## **GRANT REVIEW AND NOTIFICATION PROCESS**

### **Review criteria**

Proposals will be reviewed and grants awarded, based on the degree to which the applicant meets the project criteria:

- Overall excellence of the artwork, and demonstration of exceptional talent.
- The project's contribution to the artist's professional growth.
- Evidence of serious commitment to their personal and professional development as an artist
- Applicant's ability to successfully carry out the project

### **Grant Review Process**

- FWAC staff reviews the application for accuracy, completeness and eligibility. Only complete applications will be forwarded to the board for evaluation. Grant applicants may not discuss their application with FWAC board members following the grant deadline until after the board has acted on the application. Communication regarding an application with FWAC board members during this time will result in the application being ineligible for funding consideration.
- The members of the Five Wings Arts Council review all applications and make final funding decisions. Board members are chosen for their knowledge and expertise in the arts, and their ability to interpret the guidelines and review criteria equitably and fairly to each application. The FWAC board meets the 4<sup>th</sup> Tuesday of each month, with the exception of July and December, when they don't meet. The time and location of the board meeting will be posted on the FWAC website at [www.fwac.org](http://www.fwac.org). FWAC follows the State of Minnesota open meeting guidelines, therefore all board meetings are open to the public. Constituents are invited to come and listen to the reviews to gain a fuller understanding of the process and hear the panelists' comments directly. Applicants may listen to the proceedings but are not invited to make presentations or participate in the panel's discussion.
- Board members with a conflict of interest in regard to a specific applicant or project declare such and abstain from comment and rating of that application.
- FWAC Board of Directors make all final funding decisions. Grants will be awarded to the extent of funds available to applications meeting the criteria. The FWAC board typically fully funds the successful applicant's request, and doesn't provide partial funding of successful requests.
- All applicants will receive a notification letter of acceptance or rejection after final review of the application by the Board of Directors.

### **Notification Process**

- All applicants are notified of funding decisions within two weeks after the grant review.
- Applicants wishing to know the funding decision after the FWAC Grant Review are welcome to contact the FWAC office after 12pm/noon the day following the board review.
- If funding is approved, the applicant will be sent a Grant Agreement and the Request for Payment form with the notification letter.

## **GRANT RECIPIENT RESPONSIBILITIES**

The grant recipient must:



- Sign and submit the Grant Contract and Request for Payment to the LRAC within 30 days of receiving the funding notice. Failure to provide any required documents within the prescribed time can result in the cancellation of a grant commitment.
- Complete the project within 12 months of the start date.
- Expend granted funds only for the project described in the grant application.
- Maintain records showing evidence of grant income and expenditures and proper management of grant funds.
- Insure that access to participation in the project will not be limited on the basis of national origin, race, religion, age or sex.
- Include the following credit line in any advertising, news releases, printed programs or promotional material related to the grant:

"This activity is funded in part by a grant from the Five Wings Arts Council with funds provided by the McKnight Foundation."

- Submit the Final Report Form within 30 days of completion of the project along with the supporting materials and documentation of expense. To do this, log on to the FWAC Online Grant site and click on the Final Report form for your grant project. Complete it in the same way you filled out and submitted your grant application. You can reach the Five Wings online grant site by going to the Five Wings Arts Council website at [www.fwac.org](http://www.fwac.org), clicking on the Grants Page, then click on Application Process & Deadlines, then click on Access Five Wings Online Grant Site. The report requires information such costs, the number of persons involved, and an evaluation of the project. If an extension is needed, please contact FWAC staff as soon as possible to determine an alternate final report schedule. Failure to submit a final report results in ineligibility to apply for future FWAC funds, until the report is submitted and approved.
- In the event the project cannot be completed as stated in the application or if the grantee leaves the LRAC region before the project is completed, return the entire grant award to the LRAC.

*Note: If necessary, additional, clearly out-lined conditions may be added to the contract. An audit of the project and/or the applicant may be performed by the LRAC if deemed necessary*

*Note: Any changes must be requested in writing, and cleared in advance, with the FWAC office.*

## **GRANT TERMINATION**

- A grant contract may be terminated at any time upon the written request of the grantee, but such termination does not necessarily relieve the grant recipient of the responsibilities stipulated in the contract.
- The FWAC may terminate a grant contract at any time upon the failure of the grantee to comply with one or more of the contract conditions or a grant may be terminated at any time by mutual agreement.
- The grant contract is considered terminated if the applicant leaves the region before the project is completed.

**The staff of the Five Wings Arts Council is available to answer questions and help you through the application process. Please feel free to contact the Grants Coordinator with your specific questions at 877-654-2166 or [vicki.fwac@arvig.net](mailto:vicki.fwac@arvig.net).**